



UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2200 LESTER STREET
QUANTICO, VIRGINIA 22134-6050

IN REPLY REFER TO:
5720
LAWQ
DON-USMC-2018-001501
8 Dec 17

HARRIS ST LOURENT AND CHAUDHRY LLP
MR TIMOTHY HYLAND
1818 LIBRARY ST
SUITE 500
RESTON VA 20190

SUBJECT: FREEDOM OF INFORMATION ACT REQUEST (FOIA) DON-USMC-2018-001501

Dear Mr. Hyland:

This letter responds to your Freedom of Information Act (FOIA)/ Privacy Act (PA) request dated November 17, 2017, requesting a copy of "all communications between the United States Marine Corps and any person or entity referring or relating to the property known as 475 Aquia Town Center from July 1, 2016 to present."

After a careful review of the requested documents, this agency has determined that portions of the responsive documents are privileged from disclosure pursuant to FOIA Exemption 5 U.S.C. § 552(b)(6). Specifically, FOIA exemption 5 U.S.C. § 552(b)(6) protects personal identifiers (such as names, contact information, or any information that would lead to their identity) of third parties, the release of which would constitute an unwarranted invasion of personal privacy.

Please find enclosed a releasable copy of the requested documents.

The undersigned is the official responsible for the partial denial of your request. You are hereby advised of your right to appeal this determination with the Assistant to the General Counsel (FOIA) at: Department of the Navy, Office of the General Counsel, ATTN: FOIA Appeals Office, 1000 Navy Pentagon Room 4E635, Washington DC 20350-1000.

For consideration, the appeal must be received in that office within 90 days from the postmark of this letter's envelope. Attach a copy of this letter and a statement regarding why you believe an adequate search was not conducted. Both your appeal

8 Dec 17

letter and the envelope should bear the notation "FREEDOM OF INFORMATION ACT APPEAL". Please provide a copy of any such appeal letter to the MARCORSYSCOM address above.

Any questions concerning this matter should be directed to Mrs. Bobbie Cave at (703) 432-3934 or bobbie.cave@usmc.mil.

Sincerely,

A handwritten signature in black ink, appearing to be 'A. J. Pasagian', with a stylized, flowing script.

A. J. PASAGIAN
Chief of Staff

From: (b) (6)
To: (b) (6)
Cc: (b) (6)
Subject: [Non-DoD Source] RE: 475 Aquia - HVAC
Date: Tuesday, October 10, 2017 10:51:43 AM

Thank you (b) (6)

(b) (6)
Newmark Knight Frank
(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Tuesday, October 10, 2017 10:17 AM
To: (b) (6)
Subject: FW: 475 Aquia - HVAC

(b) (6)

There is no requirement to have HVAC running on Sundays. Thank you.

V/R,

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Tuesday, October 10, 2017 10:04 AM
To: (b) (6)
Subject: RE: 475 Aquia - HVAC

(b) (6)

Good morning. We do not need the HVAC running on Sundays from 0730-1:00.

Thanks,

(b) (6)

(b) (6)

(b) (6)

-----Original Message-----

From: (b) (6)

Sent: Tuesday, October 10, 2017 10:00 AM

To: (b) (6)

Subject: FW: 475 Aquia - HVAC

(b) (6)

The lessor is asking if you have still have a requirement to run the HVAC on Sunday from 0730-1:00. They would like to shut it off if it's no longer needed

Thank you and let me know your requirement.

V/R,

(b) (6)

-----Original Message-----

From: (b) (6)

Sent: Thursday, October 05, 2017 12:15 PM

To: (b) (6)

Subject: [Non-DoD Source] 475 Aquia - HVAC

(b) - We are showing that the HVAC in your suite at 475 Aquia Towne Center is programmed to run on Sundays from 7:30 am - 1 pm. Is that still needed or can it be shut off as it not normal building hours.

Thanks (b) (6)

(b) (6)

(b) (6)

Newmark Knight Frank

1000 Potomac Street, #B2
Washington, DC 20007

(b) (6)

(b) (6)

(b) (6)

<<http://www.newmarkkf.com/>>

* Save a Tree - Think Before You Print. Sustainably Newmark Knight Frank.

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From: (b) (6)
To: (b) (6)
Cc: (b) (6)
Subject: [Non-DoD Source] RE: Broker Tour, Friday, November 18th
Date: Tuesday, November 15, 2016 11:53:19 AM

Ok thank you!

(b) (6)
Newmark Grubb Knight Frank
(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Tuesday, November 15, 2016 11:27 AM
To: (b) (6)

Subject: RE: Broker Tour, Friday, November 18th

(b) (6) Due to security and proprietary concerns expressed by our tenant Program, MCSC cannot support this tour of our lease spaces @ 475 Aquia.

Respectfully,

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Tuesday, November 15, 2016 10:57 AM
Subject: [Non-DoD Source] Broker Tour, Friday, November 18th

To All Tenants - Please be advised that the brokers are touring the building this Friday, November 18th beginning at 8:30 am. They would like to tour all tenants suites. (b) (6) the building engineer will be accompanying them. If this is an issue and they cannot tour your space, please let me know.

Thanks, (b) (6)

(b) (6)

Newmark Grubb Knight Frank

1000 Potomac Street, #B2
Washington, DC 20007

(b) (6)

(b) (6)

(b) (6)

<<http://www.newmarkkf.com/>>

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From: (b) (6)
To: (b) (6)
Cc: (b) (6)
Subject: [Non-DoD Source] RE: New Ownership 475 Aquia Town Center
Date: Monday, August 15, 2016 11:42:11 AM

Thanks (b) (6) We will work with ownership to get you this information.

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Monday, August 15, 2016 11:19 AM
To: (b) (6)

Subject: New Ownership 475 Aquia Town Center

Good Morning,

It is my understanding you are the new property manager for 475 Aquia Town Center and the facility was recently sold. In order for us to administer the lease, we need to do a Lease Assumption Agreement and Supplemental Lease Agreement as soon as possible to update the ownership and payment information. We are in the process of inputting rental payment for the month of AUG, but are unable to do so until we execute these agreements. We are also in the process of submitting the Government's renewal notice for the period of 10 April 17 through 9 April 18, which also requires execution of these agreements before we can move forward.

In order to draft the LAS and SLA, please complete the attached New Owner Information Sheet and return along with a certified copy of the Deed transferring title, and a certified copy of the Agreement of Sale.

Additionally, there are some outstanding maintenance issue that need to be addressed. I've cc'd (b) (6) (b) (6) on this email who will be contacting you regarding these issues.

V/r

(b) (6)

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From: (b) (6)
To: (b) (6)
Cc:
Subject: [Non-DoD Source] RE: New Ownership 475 Aquia Town Center
Date: Monday, August 29, 2016 4:01:28 PM
Attachments: [Executed Bill of Sale-v1.pdf - Adobe Acrobat Pro.pdf](#)
[Recorded Deed-v1.pdf - Adobe Acrobat Pro.pdf - Adobe Acrobat Pro.pdf](#)
[Navy - NEW OWNER INFORMATION SHEET.PDF](#)

(b) (6) Please see attached regarding the recent sale of 475 Aquia Towne Center. We registered with SAM today and are waiting final approval. Will you be sending out a new SLA with the new ownership information? Are there any other forms you require?

Thanks, (b) (6)

(b) (6)
Newmark Grubb Knight Frank
(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Monday, August 15, 2016 11:19 AM
To: (b) (6)

Subject: New Ownership 475 Aquia Town Center

Good Morning,

It is my understanding you are the new property manager for 475 Aquia Town Center and the facility was recently sold. In order for us to administer the lease, we need to do a Lease Assumption Agreement and Supplemental Lease Agreement as soon as possible to update the ownership and payment information. We are in the process of inputting rental payment for the month of AUG, but are unable to do so until we execute these agreements. We are also in the process of submitting the Government's renewal notice for the period of 10 April 17 through 9 April 18, which also requires execution of these agreements before we can move forward.

In order to draft the LAS and SLA, please complete the attached New Owner Information Sheet and return along with a certified copy of the Deed transferring title, and a certified copy of the Agreement of Sale.

Additionally, there are some outstanding maintenance issue that need to be addressed. I've cc'd (b) (6) (b) (6) on this email who will be contacting you regarding these issues.

V/r

(b) (6)

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From: (b) (6)
To: (b) (6)
Cc: (b) (6)
Subject: [Non-DoD Source] RE: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER
Date: Thursday, September 28, 2017 8:02:21 PM

(b) - I will when I know the exact install date.

(b) (6)
Newmark Knight Frank
(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Thursday, September 28, 2017 7:11 AM
To: (b) (6)
Cc: (b) (6)
Subject: RE: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

(b) (6)

Thank you. Are you planning to send an email out to all tenants in the building.

V/R,

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Wednesday, September 27, 2017 8:09 PM
To: (b) (6)
Subject: [Non-DoD Source] RE: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

(b) - Temporary lighting has been ordered and will start to be installed in approximately one week.

Thanks, (b) (6)

(b) (6)

-----Original Message-----

From: (b) (6)

Sent: Wednesday, September 20, 2017 11:27 AM

To: (b) (6)

Subject: RE: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

(b) (6)

Thank you for the updated status. Is there a backup plan if they aren't up and running? Maybe portable solar lights?

V/R,

(b) (6)

-----Original Message-----

From: (b) (6)

Sent: Wednesday, September 20, 2017 11:04 AM

To: (b) (6)

Subject: [Non-DoD Source] RE: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

(b) (6) The landlord is still working with Mosaic on a solution for the lighting issue. They are working diligently to resolve this issue.

Thanks (b) (6)

(b) (6)

-----Original Message-----

From: (b) (6)

Sent: Monday, September 11, 2017 9:18 AM

To: (b) (6)

Subject: RE: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

(b) (6)

Any status on repairing the parking lot lights at 475 Aquia Town Center?

V/R,

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Monday, August 28, 2017 1:44 PM
To: (b) (6)

Subject: [Non-DoD Source] RE: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

(b) (6) - I just forwarded your email to the owner and asked who will be repairing. I will let you know his response. Thanks for sending over.

(b) (6)

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Monday, August 28, 2017 1:42 PM
To: (b) (6)

Subject: FW: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

(b) (6)

Can you tell us, if the LESSOR or Property Manager intends to fix this issue? It is going to become dark sooner in the evening and last longer in the morning, so lack of parking lot light is going to be a safety/security concern. Any information you can provide is appreciated.

V/R,

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Monday, August 28, 2017 11:20 AM
To: (b) (6)
Subject: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

Attached is a picture I took of the back of the parking lot of 475 Aquia Town Center. In a couple months the parking lot will be dark as folks are leaving for the day.

V/R,

(b) (6)

(b) (6)

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From: (b) (6)
To: (b) (6)
Cc: (b) (6)
Subject: [Non-DoD Source] RE: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER
Date: Thursday, November 02, 2017 9:17:48 AM

(b) - Per Mosaic regarding parking lights, "County zoning for your building requires parking for 297 spaces. The parking lot between you and the apartment building already has lighting. The 2 light poles in the back (or front as you call it) replace what was there. The light pole on the side will light the spaces closest to your building. The parking spaces furthest away on side were not there before and are well beyond the 297 required. They can also be roped off. There was an old Dairy Queen pad there."

Thanks, (b) (6)

(b) (6)
Newmark Knight Frank
(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Thursday, November 02, 2017 8:49 AM
To: (b) (6)
Subject: Re: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

(b) per the parking lot owner (Mosaic) and city code for spaces allocated to the office building per square foot, that is all they are providing at this time. It may be best to advise your employees to park where the current lights are until future work is completed.

Thanks,

(b) (6)

> On Nov 2, 2017, at 8:44 AM, (b) (6) wrote:
>
> (b) (6) Pls advise schedule when remaining pkg lot lights will be installed @ 475 Aquia building.
>
>
> Respectfully,
>
> (b) (6)

(b) (6)

> -----Original Message-----

> **From:** (b) (6)
> **Sent:** Wednesday, September 27, 2017 8:09 PM
> **To:** (b) (6)

> Cc: (b) (6)

> Subject: [Non-DoD Source] RE: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

> (b) (6) Temporary lighting has been ordered and will start to be installed in approximately one week.

> Thanks, (b) (6)

> (b) (6)

> -----Original Message-----

> From: (b) (6)

> Sent: Wednesday, September 20, 2017 11:27 AM

> To: (b) (6)

> Subject: RE: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

> (b) (6) ,

> Thank you for the updated status. Is there a backup plan if they aren't up and running? Maybe portable solar lights?

> V/R,

> (b) (6)

> -----Original Message-----

> From: (b) (6)

> Sent: Wednesday, September 20, 2017 11:04 AM

> To: (b) (6)

> Subject: [Non-DoD Source] RE: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

> (b) (6) - The landlord is still working with Mosaic on a solution for the lighting issue. They are working diligently to resolve this issue.

> Thanks, (b) (6)

> (b) (6)

> -----Original Message-----

> From: (b) (6)

> Sent: Monday, September 11, 2017 9:18 AM

> To: (b) (6)

> Subject: RE: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

> Sent: Monday, August 28, 2017 11:20 AM

> To: (b) (6)

> Subject: NO PARKING LOT LIGHTING AT 475 AQUAI TOWN CENTER

>

> Attached is a picture I took of the back of the parking lot of 475 Aquia Town Center. In a couple months the parking lot will be dark as folks are leaving for the day.

>

>

> V/R,

>

> (b) (6)

>

>

>

> -----

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>

>

From: (b) (6)
To: (b) (6)
Cc: (b) (6)
Subject: [Non-DoD Source] RE: Status of Lease Assumpiton Package
Date: Tuesday, September 27, 2016 3:20:33 PM

I don't think the former owner is going to be cooperative. We will follow up again but they haven't responded to our requests to-date.

-----Original Message-----

From: (b) (6)
Sent: Tuesday, September 27, 2016 2:18 PM
To: (b) (6)

Subject: RE: Status of Lease Assumpiton Package

I will consult with our real estate counsel. Do you anticipate they aren't going to be cooperative?

V/r

(b) (6)
NAVFAC Atlantic AM1
(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Tuesday, September 27, 2016 3:13 PM
To: (b) (6)

Subject: [Non-DoD Source] RE: Status of Lease Assumpiton Package

Nothing from RAMCO. Is there any way to proceed without this?

-----Original Message-----

From: (b) (6)
Sent: Tuesday, September 27, 2016 2:12 PM
To: (b) (6)

Subject: RE: Status of Lease Assumpiton Package

(b) (6) We have the completed R&C and SLA but are still waiting for RAMCO to send the Lease Assumption Agreement.

(b) (6) - Have you received the Lease Assumption Agreement?

Thanks, (b) (6)

(b) (6)

-----Original Message-----

From: (b) (6)

Sent: Tuesday, September 27, 2016 3:04 PM

To: (b) (6)

Subject: Status of Lease Assumpiton Package

(b) (6)

What is the status of the lease assumption package?

V/r

(b) (6)

NAVFAC Atlantic AM1

(b) (6)

-----Original Message-----

From: (b) (6)

Sent: Tuesday, September 13, 2016 7:01 AM

To: (b) (6)

Subject: Lease Assumpiton Package

(b) (6)

Please find attached the Lease Assumption Package. As noted in the cover letter, all Exhibits need to be completed and returned along with the Supplemental Lease Agreement. Exhibit "K" is a fillable PDF, and Exhibit "J" will need to be provided by the new owner as a separate document. Originals have been mailed to the address you provided.

V/r

(b) (6)

NAVFAC Atlantic AM1

(b) (6)

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From: (b) (6)
To: (b) (6)
Cc: (b) (6)
Subject: [Non-DoD Source] Re: Work Commencement: SLA No. 5 Gym Conversion
Date: Wednesday, July 26, 2017 9:02:33 AM

(b) (6) now that the painting has been moved to normal business hours, the contractor is not able to start painting until Monday, August 7th, please confirm that this is acceptable. The painting will last ONE week.

Thanks,

(b) (6)

> On Jul 25, 2017, at 11:04 AM, (b) (6) wrote:

>

> (b) (6),

> Yes, to the demoing of the vinyl flooring on Thursday night starting at 4 PM. Our tenants will have a representative there to support for the 8 hours of project work. Since the painting is not a noise issue, please conduct that during normal operations hours. Thank you.

>

> V/R,

>

> (b) (6)

>

>

> -----Original Message-----

> From: (b) (6)

> Sent: Tuesday, July 25, 2017 10:54 AM

> To: (b) (6)

> Subject: [Non-DoD Source] RE: Work Commencement: SLA No. 5 Gym Conversion

>

(b) (6) per our conversation this morning, the contractor will start the demoing of the floor on Thursday night at 4 pm. It should take approximately 8 hours. Please confirm if the painting next week will be performed during the day or night as originally planned.

>

> Thanks, (b) (6)

>

> (b) (6)

>

> -----Original Message-----

> From: (b) (6)

> Sent: Tuesday, July 25, 2017 7:26 AM

> To: (b) (6)

> Cc: (b) (6)

> Subject: RE: Work Commencement: SLA No. 5 Gym Conversion

>

> (b) (6)

> Unfortunately, there has been a change in plans based on some recent information and we need this work to take place during normal working hours.

>

> V/R,

>

> (b) (6)

>

> -----Original Message-----

> From: (b) (6)

> Sent: Monday, July 24, 2017 9:27 PM

> To: (b) (6)

> Subject: [Non-DoD Source] Re: Work Commencement: SLA No. 5 Gym Conversion

>

> All, The contractor believes that they can complete all the floor demo on Thursday night but will let us know the next morning if not.

>

> Thanks,

>

> (b) (6)

>

>> On Jul 24, 2017, at 3:05 PM, (b) (6) wrote:

>>

>> (b) (6) The noise will disturb your neighbors and therefore needs to be completed after hours. Please advise if Thursday at 4 pm works as I have already informed the contractor that it does.

>>

>> Thanks, (b) (6)

>>

>> (b) (6)

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Monday, July 24, 2017 3:00 PM

>> To: (b) (6)

>> Subject: RE: Work Commencement: SLA No. 5 Gym Conversion

>>

>> (b) (6)

>> We prefer to have them work during regular hours and we will work through the noise.

>>

>> Best Regards,

(b) (6)

>>

>> (b) (6)

[Redacted]

>>

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Monday, July 24, 2017 12:09 PM

>> To: (b) (6)

[Redacted]

>> Subject: RE: Work Commencement: SLA No. 5 Gym Conversion

>>

>> (b) (6)

>> We are just awaiting confirmation from our organization within 475 Aquia.

>>

>> (b) (6)

>> Comments?

>>

>> V/R,

>>

>> (b) (6)

[Redacted]

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Monday, July 24, 2017 10:49 AM

>> To: (b) (6)

[Redacted]

>> Subject: [Non-DoD Source] RE: Work Commencement: SLA No. 5 Gym

>> Conversion

>>

>> So does this mean Thursday and Friday work? What start time works for all?

>>

>> (b) (6)

>> (b) (6)

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Friday, July 21, 2017 3:49 PM

>> To: (b) (6)

>> Subject: Re: Work Commencement: SLA No. 5 Gym Conversion

>>

>> Security is GTG as long as AC/G4 Office sponsors the requirement and IP has no issues.

>>

>> R/

(b) (6)

>>

>> Sent from my BlackBerry 10 smartphone.

>> Original Message

>> From: (b) (6)

>> Sent: Friday, July 21, 2017 3:38 PM

>> To: (b) (6)

>> Subject: RE: Work Commencement: SLA No. 5 Gym Conversion

>>

>> Hi (b) (6)

>>

>> The go folks for this action are on the CC line.

>> What do you say "CC'rs?"

>>

>> Thanks.

>>

(b) (6)

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Friday, July 21, 2017 9:38 AM

>> To: (b) (6)

>> Subject: [Non-DoD Source] RE: Work Commencement: SLA No. 5 Gym

>> Conversion

>>

>> All - Our construction contractor's carpet installer was unable to remove the tile flooring by hand and will need to return with a machine to remove it. They have asked if they are able to perform that work Thursday 7/27 & Friday 7/28. This work needs to be completed after hours due to noise. Please let me know if this is acceptable and what time the work can commence. Please note, the painting is scheduled to begin Monday, 7/31.

>>

>> Thanks, (b) (6)

>>

>> (b) (6)

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Friday, July 14, 2017 10:23 AM

>> To: (b) (6)

>> Subject: RE: Work Commencement: SLA No. 5 Gym Conversion

>> Hi (b) (6)

>> Do you mean 19 Jul instead of 19 Aug?

>> Thanks.

>> (b) (6)

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Friday, July 14, 2017 10:13 AM

>> To: (b) (6)

>> Subject: [Non-DoD Source] RE: Work Commencement: SLA No. 5 Gym

>> Conversion

>> Hello - The contractor will begin work on Wednesday, August 19th beginning at 8/8:30 am.

>> The schedule is as follows:

>> IT - Wednesday/Thursday

>> Flooring - Friday

>> Painting after hours - one week beginning July 31st.

>> Thanks, (b) (6)

>> (b) (6)

>> -----Original Message-----

>> From (b) (6)

>> Sent: Wednesday, July 12, 2017 3:32 PM

>> To: (b) (6)

>> Subject: RE: Work Commencement: SLA No. 5 Gym Conversion

>> (b) (6),

>> I have discussed this with Security, please move forward with the plan of action you have in place. My understanding is that work will commence on 17 July, so please proceed with that plan.

>> V/R,

>>

(b) (6)

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Wednesday, July 12, 2017 2:22 PM

>> To: (b) (6)

>> Subject: [Non-DoD Source] RE: Work Commencement: SLA No. 5 Gym

>> Conversion

>>

>> Thank you. How long does it normally take?

>>

(b) (6)

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Wednesday, July 12, 2017 2:20 PM

>> To: (b) (6)

>> Subject: RE: Work Commencement: SLA No. 5 Gym Conversion

>>

(b) (6),

>>

>> We have not received any word back from PMO. We will reach out to them today to request a status.

>>

>> R/

(b) (6)

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Wednesday, July 12, 2017 1:09 PM

>> To: (b) (6)

>> Subject: [Non-DoD Source] RE: Work Commencement: SLA No. 5 Gym

>> Conversion

>>

(b) (6) Any update on when we will know if the contractor's employees are cleared to begin work?

>>

>> Thanks, (b) (6)

>>

(b) (6)

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Monday, July 10, 2017 12:03 PM

>> To: (b) (6)

>> Subject: RE: Work Commencement: SLA No. 5 Gym Conversion

>>

(b) (6) How long should it take for the contractor to be cleared?

>>

>> Thanks, (b) (6)

>>

(b) (6)

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Thursday, July 06, 2017 11:44 AM

>> To: (b) (6)

>> Subject: RE: Work Commencement: SLA No. 5 Gym Conversion

>>

>>

(b) (6) I delivered vendor screening form with (b) (6).

>>

>>

(b) (6)

>>

>>

>>

>>

>>

>>

>> Newmark Knight Frank

(b) (6)

>>

>>

(b) (6)

>>

>>

>> Save a Tree - Think Before You Print. Sustainably, Newmark Knight Frank.

>>

>>

>>

>>

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Thursday, July 06, 2017 11:27 AM

>> To: (b) (6)

>> Subject: RE: Work Commencement: SLA No. 5 Gym Conversion

>>
(b) (6) will bring it up shortly.

>>
(b) (6)

>>
>>
>> -----Original Message-----

>> From: (b) (6)

>> Sent: Thursday, July 06, 2017 11:23 AM

>> To: (b) (6)

>> Subject: RE: Work Commencement: SLA No. 5 Gym Conversion

>>
(b) (6),

>>
>> The attachment was stripped. Due to the personal information, the vetting form should be sent via encrypted email, secure fax or hand carried.

>>
>> Please try and fax to (703) 432-3481
>> Attn: Physical Security
>> In support of Lease LI-10832, 475 Aquia Town Center

>>
>>
>>
>> V/R,

>>
(b) (6)

>>
>>
>> -----Original Message-----

>> From (b) (6)

>> Sent: Thursday, July 06, 2017 10:20 AM

>> To: (b) (6)

>> Subject: [Non-DoD Source] RE: Work Commencement: SLA No. 5 Gym
>> Conversion

>>
>> Hello - Attached is the screening form for the contractor who will be performing the work in your space. Please let me know if you have any questions and when it is approved.

>>
>> Thanks, (b) (6)

>>
(b) (6)

>>
>>
>> -----Original Message-----

>> From: (b) (6)

>> Sent: Thursday, June 29, 2017 10:25 AM

>> To: (b) (6)

>> Subject: Work Commencement: SLA No. 5 Gym Conversion

>>

>> That would be amazing assuming the contractor's security screening is completed. The contractor and his crew will need to be vetted just like you are already doing with the janitorial staff and other vendors that access our suite. I've attached the screening form for your ready reference so you can forward to the contractor.

>>

>> Once the contractor completes the form, he can send directly to (b) (6) the (b) (6), (b) (6) (Cc'd here) and info copy to (b) (6) or (b) (6). If he has any questions about the specific PII requirements, have him contact (b) (6). (b) (6), can assist as well; and she will be the POC for approval of carpet samples.

>>

>>

>> V/r

>>

>> (b) (6)

>>

>>

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Thursday, June 29, 2017 10:00 AM

>> To: (b) (6)

>> Subject: [Non-DoD Source] RE: SLA NO. 5 Gym Conversion

>>

>> (b) (6) - I just spoke to the contractor. I explained to him that the final documents still need to be fully executed which will probably occur next week so we should wait until we have those in hand before proceeding. Does a July 10th start date work? He will get carpet samples next week for approval so we can get the process started.

>>

>> Thanks, (b) (6)

>>

>> (b) (6)

>>

>>

>>

>>

>> -----
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>>

From: (b) (6)
To: (b) (6)
Subject: FW: 475 Aquia Towne Center Tenant Handbook
Date: Friday, March 10, 2017 11:51:40 AM
Attachments: [image001.gif](#)
[image002.gif](#)
[image003.gif](#)
[Aquia Town Center LLC Tenant Handbook.pdf](#)

All: Forwarded in case you have not received;

K

-----Original Message-----

From: (b) (6)
Sent: Friday, March 10, 2017 11:12 AM
Subject: [Non-DoD Source] 475 Aquia Towne Center Tenant Handbook

To All 475 Aquia Towne Center Tenants - Please see attached Tenant Handbook for 475 Aquia Towne Center for your reference.

Should you have any questions, please let me know.

Thanks, (b) (6)

(b) (6)

Newmark Grubb Knight Frank

1000 Potomac Street, #B2
Washington, DC 20007

(b) (6)

(b) (6)

(b) (6)

<<http://www.newmarkkf.com/>>

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(b) (6)

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From: (b) (6)
To: (b) (6)
Subject: FW: Aquia Office Parking Lot Paving
Date: Monday, January 23, 2017 12:44:44 PM
Importance: High

All; 475 Aquia Parking lot paving to re-commence this week.

-----Original Message-----

From: (b) (6)
Sent: Monday, January 23, 2017 12:39 PM
Subject: [Non-DoD Source] Aquia Office Parking Lot Paving
Importance: High

To All 475 Aquia Towne Center Tenants: Please see below regarding the continued parking lot renovations and plan accordingly. Thank you, (b) (6)

(b) (6)
Newmark Grubb Knight Frank

(b) (6)

Our subcontractor has a warm weather window this week that allows us to pave the surface course in the office parking lot. With that being said we will be closing the parking area on the side and back to parking tomorrow thru Thursday. We apologize for this inconvenience. Please circulate this information thru the building as we can have no vehicles holding up the cleanup and paving operations once we start.

Thank You,

(b) (6)

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From: (b) (6)
To: (b) (6)
Subject: FW: July 4, 2017 - 475 Aquia Towne Center
Date: Monday, June 26, 2017 2:52:25 PM
Attachments: [image001.gif](#)
[image002.gif](#)
[image003.gif](#)

(b) (6) FYSA; Not certain if you are on their distro list.

-----Original Message-----

From: (b) (6)
Sent: Monday, June 26, 2017 2:24 PM
Subject: [Non-DoD Source] July 4, 2017 - 475 Aquia Towne Center

To All 475 Aquia Towne Center Tenants:

Please be advised that 475 Aquia Towne Center will be closed on Tuesday, July 4th for Independence Day.

Access to the building will be limited to those holding electronic access key cards/fobs. Engineering, guard and janitorial services will not be provided on this day.

If you have an emergency, please contact the after hour emergency line at 1-800-259-6132. This line is monitored 24 hours per day and will ensure that you will always connect to a live operator who will assist you.

Should you have any questions, please feel free to contact me.

Thank you and have a safe and happy holiday!

(b) (6)

(b) (6)

Newmark Grubb Knight Frank

1000 Potomac Street, #B2
Washington, DC 20007

(b) (6)

(b) (6)

(b) (6)

(b) (6)

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From: (b) (6)
To: (b) (6)
Subject: FW: MCSC NO POWER TO WORKSTATIONS
Date: Wednesday, August 24, 2016 7:22:37 AM

(b) (6) FYSA irt 475 Aquia.

-----Original Message-----

From: (b) (6)
Sent: Tuesday, August 23, 2016 3:42 PM
To: (b) (6)

Subject: [Non-DoD Source] Re: MCSC NO POWER TO WORKSTATIONS

(b) (6) his is completed, power restored to work station. Found one loose wire in 1900 box above ceiling and feed for modular furniture was disconnected.

(b) (6)

> On Aug 22, 2016, at 9:23 AM, (b) (6)
(b) (6) wrote:

>

(b) (6)

>

> Can you provide status on the "no power to workstations" in building
> 475 Aquia 203?

>

> V/R,

>

(b) (6)

>

>

> -----Original Message-----

> **From:** (b) (6)
> **Sent:** Thursday, August 18, 2016 11:28 AM
> **To:** (b) (6)

> **Subject:** [Non-DoD Source] Re: MCSC NO POWER TO WORKSTATIONS

>

(b) (6), would you please check out the issue below and let us know
> what needs to be completed.

>

> Thanks,

>

(b) (6)

>

>>> On Aug 18, 2016, at 11:25 AM, (b) (6)
(b) (6) wrote:

>>

(b) (6)

>>

>> Nice to talk with this morning. Below is the information for the
>> workstations without power at 475 Aquia Town Center, Suite 203.

>>

>> MCSC Facilities group: During our troubleshooting we determined that
>> the issue is either coming from the connection between the building
>> power and the power pole OR the power pole to cubicle connection. We
>> were unable to determine the exact location because of our inability
>> to get into both the ceiling and the pole.

>>

>> MCSC request the management company check out the power to determine why
>> there is no power to the below workstations.

>>

>> WIN #2-0325

>> WIN #2-0326

>> WIN #2-0336

>> WIN #2-0335

>>

>> I look forward to meeting you soon.

>> V/R,

>>

(b) (6)

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Thursday, August 18, 2016 9:50 AM

>> To: (b) (6)

>> Subject: FW: New Ownership 475 Aquia Town Center

>>

>> Here you go, along with Michelle's contact info.

>>

(b) (6)

Newmark

>> Grubb Knight Frank (b) (6)

>>

>>

>> -----Original Message-----

>> From: (b) (6)
>> Sent: Monday, August 15, 2016 11:19 AM
>> To: (b) (6)

>> Dir Fac, Services & Supply (MA/APO)
>> Subject: New Ownership 475 Aquia Town Center

>> Good Morning,

>> It is my understanding you are the new property manager for 475 Aquia
>> Town Center and the facility was recently sold. In order for us to
>> administer the lease, we need to do a Lease Assumption Agreement and
>> Supplemental Lease Agreement as soon as possible to update the
>> ownership
> and payment
>> information. We are in the process of inputting rental payment for the
>> month of AUG, but are unable to do so until we execute these
>> agreements. We are also in the process of submitting the
>> Government's renewal notice for the period of 10 April 17 through 9
>> April 18, which also requires execution of these agreements before we can
move forward.

>> In order to draft the LAS and SLA, please complete the attached New
>> Owner Information Sheet and return along with a certified copy of the
>> Deed transferring title, and a certified copy of the Agreement of Sale.

>> Additionally, there are some outstanding maintenance issue that need
>> to be addressed. I've cc'd (b) (6) on this email
>> who will be contacting you regarding these issues.

>> V/r

>> (b) (6)

>
>
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From: (b) (6)
To: (b) (6)
Subject: FW: MCSC NO POWER TO WORKSTATIONS
Date: Friday, October 07, 2016 11:52:38 AM

(b) (6) As you expected...

-----Original Message-----

From: (b) (6)
Sent: Friday, October 07, 2016 11:21 AM
To: (b) (6)

Subject: [Non-DoD Source] RE: MCSC NO POWER TO WORKSTATIONS

(b) (6) found that employees are using space heaters which is likely the source of the breaker tripping therefore, they should stop using them. Also, using space heaters are against fire code. If employees are cold, they should let (b) (6) know and he will adjust accordingly.

Thanks (b) (6)

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Friday, October 07, 2016 11:02 AM
To: (b) (6)

Subject: RE: MCSC NO POWER TO WORKSTATIONS

Issue has been resolved. Power breaker had been tripped. Are we allowed to check the breaker?

v/r

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Friday, October 07, 2016 9:23 AM
To: (b) (6)

Cc: (b) (6)

Subject: [Non-DoD Source] Re: MCSC NO POWER TO WORKSTATIONS

(b) (6) will be there in a hour to access situation and see what can be done. He believes a breaker probably tripped. He also stated that there may be too much equipment on one breaker. He will let us know shortly.

Thanks,

(b) (6)

> On Oct 7, 2016, at 9:16 AM, (b) (6)

wrote:

(b) (6) ,

>

> The point of contact at 475 Aquia is (b) (6) in WIN (b) (6) .

>

> V/R,

(b) (6)

>

>

> -----Original Message-----

> From: (b) (6)

> Sent: Friday, October 07, 2016 9:14 AM

> To: (b) (6)

> Subject: RE: MCSC NO POWER TO WORKSTATIONS

>

> (b) (6) ,

>

> We have lost power again to the following stations. Request power be checked as folks are at a work stoppage due to no power.

>

> WIN #2-0325

> WIN #2-0326

> WIN #2-0336

> WIN #2-0335

>

> Thank you.

>

> V/R,

>

> (b) (6)

>

>

> -----Original Message-----

> From: (b) (6)

> Sent: Tuesday, August 23, 2016 3:42 PM

> To: (b) (6)

> Subject: [Non-DoD Source] Re: MCSC NO POWER TO WORKSTATIONS

>

(b) (6) This is completed, power restored to work station. Found one
> loose wire in 1900 box above ceiling and feed for modular furniture
> was disconnected.

>

> (b) (6)

>

>>> On Aug 22, 2016, at 9:23 AM, (b) (6)

wrote:

>>

(b) (6) ,

>>

>> Can you provide status on the "no power to workstations" in building
>> 475 Aquia 203?

>>

>> V/R,

>>

(b) (6)

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Thursday, August 18, 2016 11:28 AM

>> To: (b) (6)

(b) (6)

>> Subject: [Non-DoD Source] Re: MCSC NO POWER TO WORKSTATIONS

>>

(b) (6), would you please check out the issue below and let us know
>> what needs to be completed.

>>

>> Thanks,

>>

(b) (6)

>>

>>>> On Aug 18, 2016, at 11:25 AM, (b) (6)

wrote:

>>>

(b) (6),

>>>

>>> Nice to talk with this morning. Below is the information for the
>>> workstations without power at 475 Aquia Town Center, Suite 203.

>>>

>>> MCSC Facilities group: During our troubleshooting we determined that
>>> the issue is either coming from the connection between the building
>>> power and the power pole OR the power pole to cubicle connection.
>>> We were unable to determine the exact location because of our
>>> inability to get into both the ceiling and the pole.

>>>

>>> MCSC request the management company check out the power to determine why
>>> there is no power to the below workstations.

>>>

>>> WIN #2-0325

>>> WIN #2-0326

>>> WIN #2-0336

>>> WIN #2-0335

>>>

>>> I look forward to meeting you soon.

>>> V/R,

>>>

(b) (6)

>>>

>>>

>>> -----Original Message-----

>>> From: (b) (6)

>>> Sent: Thursday, August 18, 2016 9:50 AM

>>> To: (b) (6)

>>> Subject: FW: New Ownership 475 Aquia Town Center

>>>

>>> Here you go, along with (b) (6) contact info.

>>>

(b) (6)

>>>

>>>

>>> -----Original Message-----

>>> From: (b) (6)

>>> Sent: Monday, August 15, 2016 11:19 AM

>>> To: (b) (6)

>>> Subject: New Ownership 475 Aquia Town Center

>>>

>>> Good Morning,

>>>

>>> It is my understanding you are the new property manager for 475
>>> Aquia Town Center and the facility was recently sold. In order for
>>> us to administer the lease, we need to do a Lease Assumption
>>> Agreement and Supplemental Lease Agreement as soon as possible to
>>> update the ownership
>> and payment
>>> information. We are in the process of inputting rental payment for the
>>> month of AUG, but are unable to do so until we execute these
>>> agreements. We are also in the process of submitting the
>>> Government's renewal notice for the period of 10 April 17 through 9
>>> April 18, which also requires execution of these agreements before
>>> we can
> move forward.

>>>

>>> In order to draft the LAS and SLA, please complete the attached New
>>> Owner Information Sheet and return along with a certified copy of
>>> the Deed transferring title, and a certified copy of the Agreement of
Sale.

>>>

>>> Additionally, there are some outstanding maintenance issue that need
>>> to be addressed. I've cc'd (b) (6) on this email
>>> who will be contacting you regarding these issues.

>>>

>>>

>>>

>>> V/r

>>>

(b) (6)

>>

>>

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From: (b) (6)
To: (b) (6)
Subject: FW: MCSC NO POWER TO WORKSTATIONS
Date: Friday, October 07, 2016 9:25:32 AM

Update from NGKF;

-----Original Message-----

From: (b) (6)
Sent: Friday, October 07, 2016 9:23 AM
To: (b) (6)

Subject: [Non-DoD Source] Re: MCSC NO POWER TO WORKSTATIONS

(b) (6) will be there in an hour to access the situation and see what can be done. He believes a breaker probably tripped. He also stated that there may be too much equipment on one breaker. He will let us know shortly.

Thanks,

(b) (6)

> On Oct 7, 2016, at 9:16 AM, (b) (6) wrote:

>

> (b) (6),

>

> The point of contact at 475 Aquia is Toni Lloyd in WIN #2-0326.

>

> V/R,

>

(b) (6)

>

>

> -----Original Message-----

> **From:** (b) (6)
> **Sent:** Friday, October 07, 2016 9:14 AM
> **To:** (b) (6)

(b) (6)

> Subject: RE: MCSC NO POWER TO WORKSTATIONS

>

(b) (6) ,

>

> We have lost power again to the following stations. Request power be
> checked as folks are at a work stoppage due to no power.

>

> WIN #2-0325

> WIN #2-0326

> WIN #2-0336

> WIN #2-0335

>

> Thank you.

>

> V/R,

>

(b) (6)

>

>

> -----Original Message-----

> From: (b) (6)

> Sent: Tuesday, August 23, 2016 3:42 PM

> To: (b) (6)

> Subject: [Non-DoD Source] Re: MCSC NO POWER TO WORKSTATIONS

>

(b) (6) - This is completed, power restored to work station. Found one
> loose wire in 1900 box above ceiling and feed for modular furniture
> was disconnected.

>

(b) (6)

>

>>> On Aug 22, 2016, at 9:23 AM, (b) (6)

wrote:

>>

(b) (6) ,

>>

>> Can you provide status on the "no power to workstations" in building
>> 475 Aquia 203?

>>

>> V/R,

>>

(b) (6)

(b) (6)

>>

>>

>> -----Original Message-----

>> From: (b) (6)

>> Sent: Thursday, August 18, 2016 11:28 AM

>> To: (b) (6)

>> Subject: [Non-DoD Source] Re: MCSC NO POWER TO WORKSTATIONS

>>

(b) (6), would you please check out the issue below and let us know

>> what needs to be completed.

>>

>> Thanks,

>>

(b) (6)

>>

>>>> On Aug 18, 2016, at 11:25 AM, (b) (6)

wrote:

>>>

(b) (6),

>>>

>>> Nice to talk with this morning. Below is the information for the
>>> workstations without power at 475 Aquia Town Center, Suite 203.

>>>

>>> MCSC Facilities group: During our troubleshooting we determined that
>>> the issue is either coming from the connection between the building
>>> power and the power pole OR the power pole to cubicle connection.
>>> We were unable to determine the exact location because of our
>>> inability to get into both the ceiling and the pole.

>>>

>>> MCSC request the management company check out the power to determine why
>>> there is no power to the below workstations.

>>>

>>> WIN #2-0325

>>> WIN #2-0326

>>> WIN #2-0336

>>> WIN #2-0335

>>>

>>> I look forward to meeting you soon.

>>> V/R,

>>>

(b) (6)

(b) (6)

>>>

>>>

>>> -----Original Message-----

>>> From: (b) (6)

>>> Sent: Thursday, August 18, 2016 9:50 AM

>>> To: (b) (6)

>>> Subject: FW: New Ownership 475 Aquia Town Center

>>>

>>> Here you go, along with (b) (6) contact info.

>>>

(b) (6)

>>>

>>>

>>> -----Original Message-----

>>> From: (b) (6)

>>> Sent: Monday, August 15, 2016 11:19 AM

>>> To: (b) (6)

>>> Dir Fac, Services & Supply (MA/APO)

>>> Subject: New Ownership 475 Aquia Town Center

>>>

>>> Good Morning,

>>>

>>> It is my understanding you are the new property manager for 475
>>> Aquia Town Center and the facility was recently sold. In order for
>>> us to administer the lease, we need to do a Lease Assumption
>>> Agreement and Supplemental Lease Agreement as soon as possible to
>>> update the ownership
>> and payment
>>> information. We are in the process of inputting rental payment for the
>>> month of AUG, but are unable to do so until we execute these
>>> agreements. We are also in the process of submitting the
>>> Government's renewal notice for the period of 10 April 17 through 9
>>> April 18, which also requires execution of these agreements before
>>> we can

> move forward.

>>>

>>> In order to draft the LAS and SLA, please complete the attached New
>>> Owner Information Sheet and return along with a certified copy of
>>> the Deed transferring title, and a certified copy of the Agreement of
Sale.

>>>

>>> Additionally, there are some outstanding maintenance issue that need
>>> to be addressed. I've cc'd (b) (6) on this email
>>> who will be contacting you regarding these issues.

>>>

>>>

>>>

>>> V/r

>>>

(b) (6)

(b) (6)

>>

>>

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your own choosing.

From: (b) (6)
To: (b) (6)
Subject: FW: Memorial Day Holiday, May 29, 2017 - 475 Aquia Towne Center
Date: Tuesday, May 23, 2017 6:55:38 AM
Attachments: [image001.gif](#)
[image002.gif](#)
[image003.gif](#)

(b) (6) Not sure if you're getting these.

-----Original Message-----

From: (b) (6)
Sent: Monday, May 22, 2017 4:53 PM
Subject: [Non-DoD Source] Memorial Day Holiday, May 29, 2017 - 475 Aquia Towne Center

To All 475 Aquia Towne Center Tenants:

Please be advised that 475 Aquia Towne Center will be closed on Monday, May 29th for Memorial Day.

Access to the building will be limited to those holding electronic access key cards/fobs. Engineering, guard and janitorial services will not be provided on this day.

If you have an emergency, please contact the after hour emergency line at 1-800-259-6132. This line is monitored 24 hours per day and will ensure that you will always connect to a live operator who will assist you.

Should you have any questions, please feel free to contact me.

Thank you and have safe and happy holiday!

(b) (6)

(b) (6)

Newmark Grubb Knight Frank

1000 Potomac Street, #B2
Washington, DC 20007

(b) (6)

(b) (6)

(b) (6)

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From: (b) (6)
To: (b) (6)
Subject: FW: New Ownership 475 Aquia Town Center
Date: Thursday, June 01, 2017 9:16:18 AM
Attachments: [Executed Bill of Sale-v1.pdf - Adobe Acrobat Pro.pdf](#)
[Recorded Deed-v1.pdf - Adobe Acrobat Pro.pdf - Adobe Acrobat Pro.pdf](#)
[Navy - NEW OWNER INFORMATION SHEET.PDF](#)

(b) (6)

(b) (6)

Property Management Contact Information:
Newmark Grubb Knight Frank Management, NGKF
1000 Potomac Street, B#2
Washington, DC 20007

Attn: (b) (6)

(b) (6)

V/R,

(b) (6)

-----Original Message-----

From: (b) (6)

Sent: Monday, August 29, 2016 4:01 PM

To: (b) (6)

Subject: [Non-DoD Source] RE: New Ownership 475 Aquia Town Center

(b) (6) Please see attached regarding the recent sale of 475 Aquia Towne Center. We registered with SAM today and are waiting final approval. Will you be sending out a new SLA with the new ownership information? Are there any other forms you require?

Thanks (b) (6)

(b) (6)

-----Original Message-----

From: (b) (6)

Sent: Monday, August 15, 2016 11:19 AM

To (b) (6)

Cc: (b) (6)

Subject: New Ownership 475 Aquia Town Center

Good Morning,

It is my understanding you are the new property manager for 475 Aquia Town Center and the facility was recently sold. In order for us to administer the lease, we need to do a Lease Assumption Agreement and Supplemental Lease Agreement as soon as possible to update the ownership and payment information. We are in the process of inputting rental payment for the month of AUG, but are unable to do so until we execute these agreements. We are also in the process of submitting the Government's renewal notice for the period of 10 April 17 through 9 April 18, which also requires execution of these agreements before we can move forward.

In order to draft the LAS and SLA, please complete the attached New Owner Information Sheet and return along with a certified copy of the Deed transferring title, and a certified copy of the Agreement of Sale.

Additionally, there are some outstanding maintenance issue that need to be addressed. I've cc'd (b) (6) on this email who will be contacting you regarding these issues.

V/r

(b) (6)

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From: (b) (6)
To: (b) (6)
Subject: FW: Parking Lot Construction - The Town Center at Aquia
Date: Tuesday, October 25, 2016 11:35:04 AM

(b) (6) FYSA; Construction causing parking challenges at 475 Aquia Harbor.

-----Original Message-----

From: (b) (6)
Sent: Tuesday, October 25, 2016 11:12 AM
To: (b) (6)

Subject: [Non-DoD Source] FW: Parking Lot Construction - The Town Center at Aquia

More. See below.

(b) (6)
Newmark Grubb Knight Frank
(b) (6)

From: (b) (6)
Sent: Thursday, October 20, 2016 5:13 PM
To: (b) (6)

Subject: Re: Parking Lot Construction - The Town Center at Aquia

Everyone,

I understand your concerns as we are ironing out the process of redirecting the parking for the next several months to accommodate the new construction phasing. First thing let me say that the area designated as the overflow parking area is being cleaned up tonight of all construction staging debris. The area will be available to the public tomorrow morning at 7:00 am. The theatre parking lot was used today while the overflow parking area was prepared. There was extra activity in the theatre today due to the moving process that will end at midnight Friday 21st. This activity contributed to today's parking restrictions. The combined spaces available to the center thru phase 1 activity will be in the order of 300. Upon completion of the first phase of construction we will open the Blue Lot with spaces in the order of 360.

I must remind everyone that any employees and visitors to the center that have handicap needs please utilize the many handicapped spaces available along the entire frontage of the office building and Rite Aid plaza. This will insure that those spaces get utilized. I also witnessed several cars parked straddling the stall lines which in turn takes away additional parking spaces. Parking will be tight during the 18 month construction schedule. We are asking for everyone's help in making the best of this situation. We will be providing more signage to help direct people to the proper areas. My office door is always open and I'm more than happy to address any and all concerns as the project progresses.

Thank You,

(b) (6)

(b) (6)

LF Jennings, Inc.

407 N. Washington Street

Suite 200

Falls Church, VA 22046

(b) (6)

(b) (6)

Email: (b) (6) >

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From: (b) (6)
To: (b) (6)
Subject: FW: Parking Lot Lighting - Thursday & Friday
Date: Wednesday, October 18, 2017 1:37:30 PM
Attachments: [image001.gif](#)
[image002.gif](#)
[image003.gif](#)

(b) (6) Good news....

-----Original Message-----

From: (b) (6)
Sent: Wednesday, October 18, 2017 11:33 AM
Subject: [Non-DoD Source] Parking Lot Lighting - Thursday & Friday

To All 475 Aquia Towne Center Tenants - Please be advised that the North and West lots at the Front Entrance will be CLOSED tomorrow Thursday, October 19th and Friday, October 20th as the parking lot owner will be installing lighting.

The back entrance/south lot (between the building and apartments) will be open for your use. Furthermore, the south entrance door will be open during this time for access to the building.

Should you have any questions, please let me know. Thank you for your attention to this matter.

Thanks, (b) (6)

(b) (6)

RE/DC #SP98369846

Newmark Knight Frank

1000 Potomac Street, #B2
Washington, DC 20007

(b) (6)

(b) (6)

(b) (6)

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From: (b) (6)
To: (b) (6)
Subject: FW: Parking Lot Update
Date: Thursday, January 26, 2017 2:50:44 PM
Importance: High

FYSA, from 475 Aquia.

-----Original Message-----

From: (b) (6)
Sent: Thursday, January 26, 2017 7:40 AM
Subject: [Non-DoD Source] Parking Lot Update
Importance: High

To All 475 Aquia Towne Center Tenants: The superintendent of the parking lot project informed me that, "The owner has approved the complete parking lot stripping for the office complex at this time as well. Therefore, the office parking will remain closed thru Monday 30th. We will reopen the lot when we leave that night. Thank you for your patience."

Thanks, (b) (6)

(b) (6)

Newmark Grubb Knight Frank

(b) (6)

(b) (6)

From: (b) (6)
Sent: Monday, January 23, 2017 12:39 PM
Subject: Aquia Office Parking Lot Paving
Importance: High

To All 475 Aquia Towne Center Tenants: Please see below regarding the continued parking lot renovations and plan accordingly. Thank you, (b) (6)

(b) (6)

Newmark Grubb Knight Frank

(b) (6)

(b) (6)

(b) (6)

Our subcontractor has a warm weather window this week that allows us to pave the surface course in the office parking lot. With that being said we will be closing the parking area on the side and back to parking tomorrow thru Thursday. We apologize for this inconvenience. Please circulate this information thru the building as we can have no vehicles holding up the cleanup and paving operations once we start.

Thank You,

(b) (6)

(b) (6)

LF Jennings, Inc.

407 N. Washington Street

Suite 200

Falls Church, VA 22046

(b) (6)

(b) (6)

Email: (b) (6)

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From: (b) (6)
To: (b) (6)
Subject: FW: Photographer
Date: Wednesday, October 26, 2016 12:03:32 PM

(b) (6) FYSA;

-----Original Message-----

From: (b) (6)
Sent: Wednesday, October 26, 2016 11:59 AM
To: (b) (6)

Subject: RE: Photographer

(b) (6)

Good morning. We do not want any of our suite photographed.

Thanks,

(b) (6)

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Wednesday, October 26, 2016 11:11 AM
Subject: [Non-DoD Source] Photographer

To All 475 Aquia Towne Center Tenants:

Please be advised that the owner will have a photographer on site this Friday, October 28th beginning at 6:45 am taking pictures of the building. They would like pictures of tenant suites as well. They have not stated specially what shots they would like. (b) (6) the building engineer, will be walking with the photographer. If there are areas that you would not like photos of that they identify, please let (b) (6) know. If there are areas that you know of now or do not wish your suite photographed at all, please let me know.

Thanks, (b) (6)

(b) (6)

Description: Description: <http://www.newmarkkf.com/redline.gif>

Newmark Grubb Knight Frank

1000 Potomac Street, #B2
Washington, DC 20007

(b) (6)

(b) (6)

(b) (6)

>

Description: Description: Newmark Knight Frank <<http://www.newmarkkf.com/>>

Description: Description: <http://www.newmarkkf.com/spacer.gif>

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From: (b) (6)
To: (b) (6)
Subject: FW: Wednesday, February 8 POWER OUTAGE
Date: Friday, February 03, 2017 12:03:42 PM
Attachments: [image001.gif](#)
[image002.gif](#)
[image003.gif](#)

(b) (6) FYSA;

-----Original Message-----

From: (b) (6)
Sent: Friday, February 03, 2017 12:00 PM
Subject: [Non-DoD Source] Wednesday, February 8 POWER OUTAGE

To All 475 Aquia Towne Center Tenants - Please see notice from the parking contractor below.

On Wednesday, February 8, 2017, Dominion Virginia Power will be replacing an electric transformer. As a result, all electric power will be turned off between 10pm to 6am.

The duration of the outage will only affect the Office building, Rite Aid (#02550) and fire department. However there may be a brief outage on the other area businesses when we put everything back to normal. Please take the appropriate precautions and alert all tenants that may be affected.

Please plan accordingly and take any necessary steps to ensure that any equipment that will be affected by this outage is shut down if needed.

Thank you,

(b) (6)

(b) (6)

Newmark Grubb Knight Frank

1000 Potomac Street, #B2
Washington, DC 20007

(b) (6)

(b) (6)

(b) (6)

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From: (b) (6)
To: (b) (6)
Cc: (b) (6)
Subject: Re: [Non-DoD Source] Exterior Window Cleaning - Monday October 23. 2017
Date: Friday, October 20, 2017 11:38:43 AM

Thank you.

Sent from my BlackBerry 10 smartphone.

From: (b) (6)

Sent: Thursday, October 19, 2017 8:30 PM

Subject: [Non-DoD Source] Exterior Window Cleaning - Monday October 23. 2017

To All 475 Aquia Towne Center Tenants –

Please be advised that Clean & Polish will be completing EXTERIOR ONLY window cleaning on Monday, October 23rd. The crew will need NOT access to your space.

Should you have any questions, please feel free to contact me.

Thank you,

(b) (6)

(b) (6)

Newmark Knight Frank

1000 Potomac Street, #B2

Washington, DC 20007

(b) (6)

(b) (6)

(b) (6)

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From: (b) (6)
To: (b) (6)
Subject: RE: Holiday Breakfast, December 20, 2017 - 9:00 am
Date: Thursday, November 30, 2017 11:54:09 AM

(b) (6) Would be better money spent if they upgraded parking lights & Aquia :))

-----Original Message-----

From: (b) (6)
Sent: Thursday, November 30, 2017 11:36 AM
Subject: [Non-DoD Source] Holiday Breakfast, December 20, 2017 - 9:00 am

To All 475 Towne Center Tenants – Please see attached Holiday Event Invitation. All Employees are welcome!
We hope to see you there!

Thanks, (b) (6)

(b) (6)

RE/DC #SP98369846

Newmark Knight Frank

1000 Potomac Street, #B2
Washington, DC 20007

(b) (6)

(b) (6)

(b) (6)

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From: (b) (6)
To: (b) (6)
Cc: (b) (6)
Subject: Request Walk-Thru Today at 9:30 for Paint Estimate
Date: Wednesday, May 24, 2017 6:33:34 AM
Importance: High

Good Morning (b) (6)

I'm not sure if you got my voicemail, it was late afternoon yesterday and you may have already gone as I was. The Lessor would like the contractor to come by this morning at 9:30 am to provide their quote for the painting. Is this acceptable?

Also as I expected, they will be adding a 10% administration fee if you want to work that in the funding and get it over to me for processing. They tried for 15% , but I negotiated down to 10% which I feel is standard. There may still be some negotiations on the SLA, but the cost shouldn't change so we should go ahead and get the funding document with the 10% markup (\$13,123) to FM.

Lastly, I don't expect the final comments from their counsel until the end of the week. I do know they are planning to change the "completed within in 30 days" to "commence within 30 days". With that being said, I think we need to incorporate a "completed by date" to follow. My suggestion would be to commence within 30 days and completed within 60 or 90, adding a monetary penalty for each day the work isn't completed beyond the due date (excluding the painting of the remainder of the suite which they should be allotted more time).

Let me know as soon as possible if today at 9:30 is ok, and thoughts on required completion timeline.

V/r

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Tuesday, May 23, 2017 7:29 AM
To: (b) (6)
Subject: RE: Request Review of Draft SLA No. 5 to LI-10833 for Gym Conversion

Thank you Ladies, we really need to move this forward and have no other alternative to do so.

V/R,

(b) (6)

-----Original Message-----

From: (b) (6)

Sent: Tuesday, May 23, 2017 7:09 AM

To: (b) (6)

Subject: RE: Request Review of Draft SLA No. 5 to LI-10833 for Gym Conversion

(b) (6)

Good morning. Are we good to move forward with securing the funding and preparing the SLA for signatures? We'd like to get the funding initiated today.

V/r

(b) (6)

-----Original Message-----

From: (b) (6)

Sent: Tuesday, May 16, 2017 3:51 PM

To: (b) (6)

Subject: [Non-DoD Source] RE: Request Review of Draft SLA No. 5 to LI-10833 for Gym Conversion

I will forward to the owner for their review and comments.

Thanks, (b) (6)

(b) (6)

-----Original Message-----

From: (b) (6)

Sent: Monday, May 15, 2017 7:31 PM

To: (b) (6)

Subject: Request Review of Draft SLA No. 5 to LI-10833 for Gym Conversion

(b) (6) ,

Attached for review is draft SLA No. 5 to LI-10833 for the gym conversion to admin space. Please provide Lessors comments and/or agreement as written by Monday, May 22, 2017. Upon receipt of your review, we will initiate the funding request and prepare the document for signature. This email is intended for review of the draft SLA No. 5 only; and to allow Lessor to provide comments prior to preparation of the final document. The alterations work described shall not be authorized until a final SLA is prepared and fully executed by the Lessor and Real Estate Contracting Officer.

V/r

(b) (6)

A large rectangular area of the document is redacted with a solid black box. The redaction covers approximately the top third of the page content, starting below the signature and extending across most of the width of the page.

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From: (b) (6)
To: (b) (6)
Cc: (b) (6)
Subject: Work Commencement: SLA No. 5 Gym Conversion
Date: Thursday, June 29, 2017 10:24:58 AM
Attachments: [MCSC Screening Form.xlsx](#)

That would be amazing assuming the contractor's security screening is completed. The contractor and his crew will need to be vetted just like you are already doing with the janitorial staff and other vendors that access our suite. I've attached the screening form for your ready reference so you can forward to the contractor.

Once the contractor completes the form, he can send directly to (b) (6), (b) (6) (Cc'd here) and info copy to (b) (6) or (b) (6). If he has any questions about the specific PII requirements, have him contact (b) (6) directly, (b) (6). (b) (6) (b) (6), can assist as well; and she will be the POC for approval of carpet samples.

V/r

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Thursday, June 29, 2017 10:00 AM
To: (b) (6)
Subject: [Non-DoD Source] RE: SLA NO. 5 Gym Conversion

(b) (6) I just spoke to the contractor. I explained to him that the final documents still need to be fully executed which will probably occur next week so we should wait until we have those in hand before proceeding. Does a July 10th start date work? He will get carpet samples next week for approval so we can get the process started.

Thanks, (b) (6)

(b) (6)